

# PRODUCT FAQ



**Out**index

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**General Capabilities**

How does OutIndex E-Discovery process native files?

		YES	NO
1	Does the software interact with data in a forensically sound manner, ensuring there are no changes to metadata?	X	
2	Does the software check internal file signatures (not extensions) to determine file types?	X	
3	Does the software process standalone files in folder/filename order?	X	
4	Does the software insert placeholder records/images for files you are unable to process (e.g. a record in the database with the path to the file and the text "Unable to Process")?	X	
5	As well as creating images from them, does the software deliver back Email attachments as standalone native files with their paths recorded in a database field?	X	
6	Does the software treat all embedded files (for example, an Excel spreadsheet file embedded in a Word Document or an Email message) as if they were Email attachments - extracting the file, converting it to images if desired, and providing attachment range information linking it to the parent document?	X	
7	Does the software treat embedded objects (e.g. clip art, text box, an Excel object which is not a complete spreadsheet file) as parts of the file they appear in, displaying them on converted images as they would appear on the screen and extracting any contents along with the contents of the file?	X	
8	For calculated fields/codes such as auto-date and file stamp, does the software create an image showing the field name instead of the current value?	X	
9	On Excel spreadsheets, does the software automatically adjust column widths just enough to prevent pound signs (#####) from displaying on the image?	X	
10	On Excel spreadsheets, does the software eliminate blank pages without eliminating pages which have no data in the cells but contain a chart object?	X	
11	On Excel spreadsheets, does the software automatically unhide hidden rows and columns, and make visible any text which has been set to the background color to hide it?	X	
12	In addition to specific metadata fields, does the software provide a "catch-all" field which lists each property present in the original file which has a value? For example:	X	
13	Does the software consolidate duplicate Email messages and standalone electronic files by MD5 hashes, providing a single record with a multi-value field showing each location (Email folder or file system path) in which duplicates appeared?	X	
14	Does the software filter by indexed full-text searches (as opposed to string searches) prior to processing, and include a field showing which terms were hits in the message/file?	X	
15	Does the software OCR document image files (TIFF, PDF, Fax, etc.) present in the collection without extractable text?	X	

<b>Email</b>			
How does OutIndex E-Discovery process email?			
		YES	NO
1	Does the software generate images of Email messages that show the sent date/time in the source's time zone, including the appropriate daylight savings adjustment?	X	
2	Does the software deliver the date and time portions of each date time metadata field separately, as required by some review software platforms?	X	
3	Does the software include the time zone code in all time fields?	X	
4	Does the software process Email by folder, then by sent date/time within each folder?	X	
5	Does the software capture the original Email archive file name and path?	X	
6	Does the software separate records for messages and attachments, with an attachment range or group id value which is the same for a message and all of its attachments?	X	
7	Does the software generate and deliver MD5 hash values for messages as well as attachments?	X	
8	Does the software allow for MD5 hashing and de-duplication using configurable Email field options (To, From, CC, BCC)?	X	
9	Does the software always extract internet Email addresses ( <a href="mailto:name@domain.com">name@domain.com</a> ) from To, From, CC, BCC fields, as well as any aliases available?	X	
10	Do the attachment records automatically inherit relevant metadata from the parent email message, such as sent date/sent time?	X	
11	For standalone .MSG files, does the software capture the file system path where the message was stored, as well as all the information you captured from messages in PST files?	X	
12	For standalone .EML files, does the software capture the file system path where the message was stored, as well as all the information captured from Outlook Express archives?	X	
13	For Lotus Notes Email messages, does the software extract the full recipient list, even though Lotus Notes will not print the full recipient list past a certain length?	X	
14	For Lotus Notes and Outlook folders, does the software deliver a single record for each message in All Documents, with a multi-value field showing the folders which reference it? Optionally, does the software generate separate copies of the message for each folder?	X	
15	For Lotus Notes messages, does the software generate TIFF images that look as the messages look in the Lotus Notes Client without losing any formatting?	X	

<b>Foreign Language Support – Unicode Compliance</b>			
Is OutIndex E-Discovery Unicode compliant?			
		YES	NO
1	Does the software support multi-lingual character sets such European (German, French, Spanish etc.), Middle Eastern (Hebrew, Arabic) and Asian (Japanese, Chinese - All Dialects, Korean/CJK)?	X	
2	Does the software output extracted text without double-byte characters for applications such as Concordance which do not support them?	X	

**Archive Extraction**

Does OutIndex E-Discovery support archive/compressed file extraction?

		YES	NO
1	Does the software support all of the “zip family” of archive formats?	X	
2	Does the software support Stuffit Expander?	X	
3	Does the software support RAR, TAR and GZ formats?	X	
4	Does the software include the archive path and name in the source folder information for each of the files extracted from the archive?	X	

**Password Cracking**

Does OutIndex E-Discovery support password cracking?

		YES	NO
1	Does the software support password cracking?		X
2	Does the software log and report password protected files as exception files?	X	

**Production Options**

What are the production options available with OutIndex E-Discovery?

		YES	NO
1	Native File Format	X	
2	Single-Page TIFF with Concordance, Summation, Ringtail or other load file formats	X	
3	Multi-Page TIFF with Concordance, Summation, Ringtail or other load file formats	X	
4	Multi-Page PDF, including extracted text, with Concordance, Summation, Ringtail or other load file formats	X	
5	IPro or Opticon Image Load File	X	
6	Extracted OCR Text File	X	
7	Rolling production support	X	
8	Selective TIFF or PDF image generation of Native Files	X	



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